COLUMBIA LAW SCHOOL

STUDENT CASUAL CHECKLIST

Complete and return the enclosed forms to Shartiss England within 72 hours of your employment start date.

☐ **Employee Personal Record Form:** Before submitting to HR, your supervisor should complete the bottom portion of the form.

☐ **Columbia University Casual Employment Form**

☐ **Notice and Acknowledgement of Pay Rate and Pay Day** form: (Please sign and date item #8)

☐ Complete and sign the federal **W4 form**.

☐ **International Students**: Please bring the following documents when submitting paperwork to HR Passport, visa, visa approval form, and I-94. The I-94 form can printed from www.cbp.gov/I94. Please let HR know if you do not have a US Social Security Number or have not applied for one yet.

☐ Students are only permitted to work a total of **20 hours per week** during the academic year. Please let HR know if you hold another position outside of the Law School and how many hours you are scheduled to work in that department.

COLUMBIA LAW SCHOOL

FAQs

Where do I submit my Student Casual paperwork?
The completed packet should be submitted to Shartiss England in room 201 William C. Warren Hall. **If you have questions, her office hours are Monday to Friday from 9am to 5pm.**

How do I submit my timesheet for approval?
Timesheets should be submitted online through the **TLAM** (Time & Labor, Absence Management) system. (see instructions in this packet or go to https://finance-admin.law.columbia.edu/content/time-labor-and-absence-management-tlam-system).

Can I submit back dated timesheets?
The TLAM system only allows you to go back **two** pay periods beyond the current pay period.

How long will it take to get your first check?
Once your packet is submitted to HR, please note that it can take up to 2-3 weeks for processing.

Where should you pick up your paycheck?
Paychecks can be picked up on the corresponding pay day (see pay schedule on back of the timesheet in this packet) from 201 William C. Warren Hall. If your forms/timesheets are submitted late, your paychecks will be processed on the next pay cycle.

How can you apply for direct deposit?
After receiving your first paycheck, please sign up for direct deposit at Columbia's employee self-service site (see details in the back of this packet). Direct deposit will be deactivated if you have had a break in service of four month or longer. Having direct deposit on SSOL does NOT mean you have direct deposit for Columbia University Payroll.

When do I need to submit rehire paperwork?
Rehire paperwork should be submitted every time you accept a new causal position at the law school. You will also need to submit rehire paperwork if you've been terminated out the system.

COLUMBIA LAW SCHOOL

Employee Personal Record Form

EMPLOYEE INFORMATION

Full Name: _____ UNI: _____ SSN: _____

Home/Permanent Address: _____

Mailing/Current Address: _____

Local Telephone: _____

☐ Male ☐ Female ☐ _____

Date of Birth (mm/dd/yy): _____

Marital Status:_____ *(Single, Married, Separated, Divorced, Widowed)* Marriage Date: _____

Ethnicity:_____ *(Black, White, Hispanic, Asian, Native Hawaiian, American Indian)*

U.S. Citizen: _____ Permanent Resident: _____ Other (F1 or J1 Visa?) _____

STUDENT STATUS

Are you a Columbia Student? ☐ Yes ☐ No If Yes, anticipated year of graduation _____

***If you are not a Columbia student, you must use a different form**.

Please inquire: Shartiss.England@law.columbia.edu, (212) 851-7529

School: Columbia (Which school?)_____Barnard_____Teacher's College _____

Student Status: ☐ Full Time ☐ Part Time

Highest Edu. Level Completed:_____Received date_____School _____

Were you previously employed by Columbia University? ☐ Yes ☐ No

IF YES: Termination Date_____School: _____

JOB INFORMATION

Hiring Department: _____

What account will be charged?_____

If this is grant funded, please provide sponsored account info _____

Student Job Title:_____ Hourly Rate: _____

Start Date:_____ End Date: _____

Supervisor/Timesheet Approver (please print): _____

Supervisor/Timesheet Approved Signature:_____ Date: _____

COLUMBIA UNIVERSITY CASUAL EMPLOYMENT FORM

Print Form

A signed copy of this form must be attached to the Template-Based Hire transaction or the signed original must be attached to the Personnel Action Form (PAF) being sent to the Human Resources Processing Center. A copy should be retained by the hiring unit. No representative of Columbia University is authorized to vary the terms of this agreement except by written approval from Human Resources.

EMPLOYER

Columbia University

FEIN: **13-5598093**

Street Address: **615 West 131st Street** City: **New York** State: **NY**

Zip: **10027** Phone: **(212) 851-7008**

Preparer's Name: Shartìss England

Preparer's Titler: Human Resources Coordinator

EMPLOYEE INFORMATION

Name: _____

Address: _____ Apt. _____

City _____ State _____

Zip _____ Phone _____

WORKSITE INFORMATION

Will any of the following be present at the worksite:

- ☐ Blood borne pathogens
- ☐ Chemicals
- ☐ Formaldehyde/Xylene
- ☐ Laboratory animals
- ☐ Radioactive materials
- ☐ Class 3b or 4a lasers
- ☐ Infectious agents (e.g. varicella, polio)

FOR COLUMBIA UNIVERSITY MEDICAL CENTER ONLY

Will the casual employee:

- ☐ Participate in physician billing
- ☐ Interact with patients and/or research subjects
- ☐ Be required to use a respirator

HR USE ONLY PAY INFORMATION

Your rate of pay: _____ per hour Your overtime rate of pay: _____ per hour

Designated pay day: All casual employees are paid on a bi-weekly pay schedule. For more information on the University's payroll calendar, please refer to: http://finance.columbia.edu/controller/payroll

I hereby certify that I have read the above and the information contained in this form is true and accurate to the best of my knowledge and belief. Any false statements knowingly made are punishable as a class A misdemeanor (Section 210.45 of the New York State Penal Law).

Date: _____ Preparer's Signature: _____

GENERAL STATEMENT REGARDING OVERTIME PAY IN NEW YORK

Almost all employees in New York must be paid overtime wages of 1½ times their regular rate of pay for allhours worked over 40 per workweek. A very limited number of specific categories of employees are covered by overtime at a lower overtime rate or not at all.

NOTICE TO THE CASUAL EMPLOYEE

I understand that my employment with Columbia University is on a "casual" basis. I understand that the estimated duration of my employment with the University should not exceed 560 hours or 4 months, whichever comes first, in a 12-month period with limited exceptions.

This limited duration does not apply to students who are enrolled half-time or more at Columbia University, Barnard College or Teachers College. If a student at Columbia University, Barnard College or Teachers College, please indicate:

☐ Full-time/Half-time Undergraduate ☐ Part-time Undergraduate ☐ Full-time/Half-time Graduate ☐ Part-time Graduate

I understand that as a "casual" employee I am not eligible for any benefits offered by the University under any collective bargaining agreement or University policy. I understand that I may apply for and be considered for regular employment by the University for any position for which I am qualified.

I understand that I am an employee at will and agree that no contract of employment is created as a result of my obtaining this position, and that my employment may be terminated at any time.[1]

SIGNATURE

I have read and understand the above referenced terms and conditions regarding my casual employment status at Columbia University. I hereby asknowledge that I have been notified of my wage rate, overtime rate, and designated pay day on the date set forth below.

Date: _____ Signature of casual employee: _____

[1]As a member of the National Collegiate Athletic Association (NCAA) and the Council of Ivy Group Presidents (Ivy League), it is imperative that members of the Columbia University community, in all matters related to the intercollegiate athletics program, exhibit the highest professional standards and ethical behavior with regard to adherence to NCAA, Conference, University, and Department of Intercollegiate Athletics and Physical Education rules and regulations.

Notice and Acknowledgement of Pay Rate and Payday
Under Section 195.1 of the New York State Labor Law
Notice for Hourly Rate Employees

1. Employer Information

Name: Trustees of Columbia University in the City of New York

Doing Business As (DBA) Name(s): Columbia University

FEIN (optional): 13-5598093

Physical Address:
435 West 116th Street
New York, NY 10027

Mailing Address:
615 West 131st Street
Studebaker, 4th Floor
New York, NY 10027

Phone: (212) 851-0611

2. Notice given:

- ■ At hiring
- ☐ On or before February 1
- ☐ Before a change in pay rate(s), allowances claimed or payday

3. Employee's rate of pay:

$_____per hour

***Union employees may also be eligible for shift differential. See the applicable collective bargaining agreement.**

4. Allowances taken:

- ■ None
- ☐ Tips_____per hour
- ☐ Meals_____per meal
- ☐ Lodging _____
- ☐ * As provided for under the applicable collective bargaining agreement: **http://hr.columbia.edu/union-contracts**

5. Regular payday: Columbia Pay Calendar: **https://finance.columbia.edu/content/payroll-calendar**

6. Pay is:

- ☐ Weekly
- ■ Bi-weekly
- ☐ Other

7. Overtime Pay Rate:

$_____per hour (This must be at least 1½ times the worker's regular rate, with few exceptions.)
*See comment above re: shift differential.

8. Employee Acknowledgement:

On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated payday on the date given below. I told my employer what my primary language is.

Check one:

☐ I have been given this pay notice in English because it is my primary language.

☐ My primary language is_____. I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.

_____
Employee Name

_____
Employee Signature

_____
Date

Shartiss England, Human Resources Coordinator
Preparer Name and Title

The employee must receive a signed copy of this form. The employer must keep the original for 6 years.

LS 54 (03/11)

Form **W-4**

Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

▸ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
▸ **Give Form W-4 to your employer.**
▸ **Your withholding is subject to review by the IRS.**

OMB No. 1545-0074

2020

Step 1: Enter Personal Information

(a) First name and middle initial	Last name	**(b) Social security number**
Address		▸ **Does your name match the name on your social security card?** If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to *www.ssa.gov*.
City or town, state, and ZIP code		

(c) ☐ **Single or Married filing separately**
☐ **Married filing jointly** (or Qualifying widow(er))
☐ **Head of household** (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at *www.irs.gov/W4App* for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . ▸ ☐

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 ▸ $ _____

Multiply the number of other dependents by $500 . . . . ▸ $ _____

Add the amounts above and enter the total here . . . . . **3** $

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . **4(a)** $

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . **4(b)** $

(c) Extra withholding. Enter any additional tax you want withheld each **pay period** . **4(c)** $

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▸ _____ ▸ _____

Employee's signature (This form is not valid unless you sign it.) **Date**

Employers Only

Employer's name and address	First date of employment	Employer identification number (EIN)

General Instructions

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to *www.irs.gov/FormW4*.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505.

Exemption from withholding. You may claim exemption from withholding for 2020 if you meet both of the following conditions: you had no federal income tax liability in 2019 **and** you expect to have no federal income tax liability in 2020. You had no federal income tax liability in 2019 if (1) your total tax on line 16 on your 2019 Form 1040 or 1040-SR is zero (or less than the sum of lines 18a, 18b, and 18c), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2020 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1a, 1b, and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 16, 2021.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at *www.irs.gov/W4App* if you:

1. Expect to work only part of the year;

2. Have dividend or capital gain income, or are subject to additional taxes, such as the additional Medicare tax;

3. Have self-employment income (see below); or

4. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at *www.irs.gov/W4App* to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option **(a)** most accurately calculates the additional tax you need to have withheld, while option **(b)** does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option **(c)**. The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.

Multiple jobs. *Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.*

Step 3. Step 3 of Form W-4 provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include **other tax credits** in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2020 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Enter Time into Timesheets

Basic Timesheet Entry

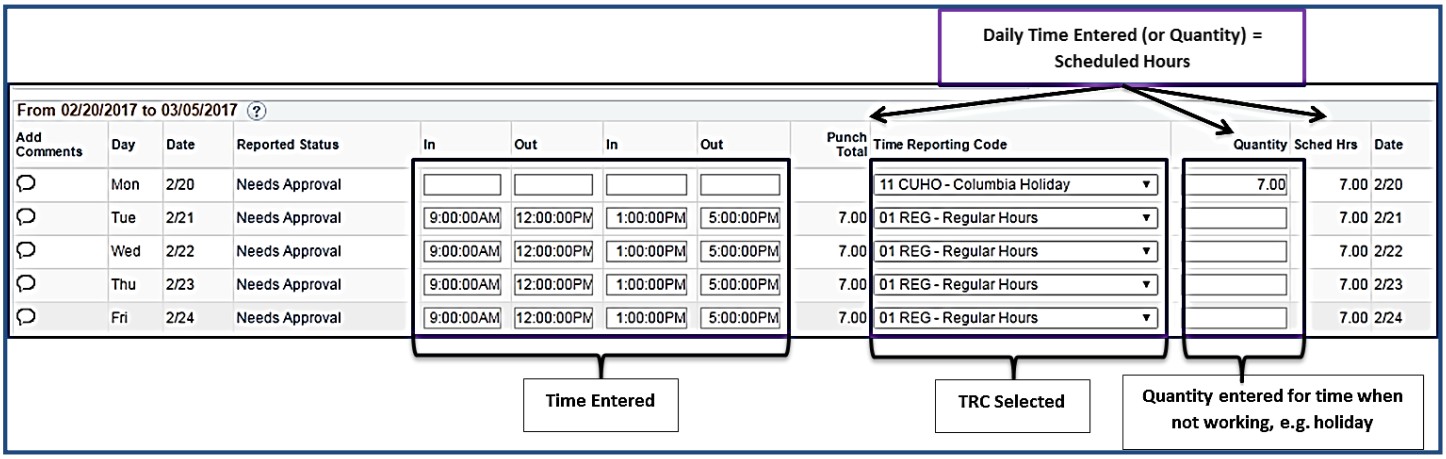
Log in to PAC Time and Absence

Navigate to 'my.columbia.edu' and log in with your UNI and Password. Click the "Submit Timesheet" link in the PAC Time and Absence section on the page. The current pay period timesheet appears.

If you are already in PAC, the menu navigation is: **Self-Service > Time Reporting > Report Time > Timesheet**

Enter Hours Worked into Timesheet

1. **Enter** your begin time, time you left for break, time you returned from break, and your ending time for the day within each 'In' and 'Out' field. For example "9:00 am 12:00 pm 1:00 pm 5:00pm"
2. **Select** the **Time Reporting Code (TRC).** Click the Time Reporting Code dropdown arrow to select the category for the hours, e.g. REG-Regular for worked hours.



3. ***Adding a Comment***
   Comments are optional and you can add a comment by clicking the bubble icon in the Add Comments column next the time entry.

   Enter your comment in the field and then click "**OK**".

4. **Submit** the Timesheet. Click Submit to send the entry to your manager. The entry remains saved on the timesheet in a "Needs Approval" status until approved by your manager. Continue entry and submittal each day of the pay period. You can continue to enter and submit throughout the pay period.

Enter Multiple Time Categories within a Day

If your workday consists of multiple types of entered time, it is indicated in the timesheet by entering the number of hours for one Time Reporting Code and then adding a new row to enter hours for another Time Reporting Code. Click the "+" sign to record additional hours worked for a day.

For example, if your day consists of 3 hours worked and 4 hours of taking time off in lieu of pay, it is entered and would appear as follows.

1. Enter the 3 hours worked in the **'In'** and **'Out'** fields for the day, e.g. "9:00 am. 12:00pm"
2. Select the **Time Reporting Code** for the work hours, e.g. REG
3. Click the **"+"** sign at the end of the row to open a new entry row for that same day
4. Enter the quantity of hours for remainder of the work day, e.g.4
5. Select the **Time Reporting Code** for this block of time, e.g. **ILPU –In Lieu of Pay Used**

Tue	2/27	Needs Approval						15 ILPU - In Lieu of Pay Used	4.00	7.00	2/27
		Needs Approval	9:00:00AM	12:00:00PM			3.00	01 REG - Regular Hours		7.00	2/27

Enter Multiple Break Times within the Same Workday

If your workday consists of multiple breaks within the same day and you need more fields for entry, create a new row to enter the time. You can enter as many rows of time per type of work/time code using the corresponding Time Reporting Codes as needed.

Wed	2/28	Needs Approval	9:00:00AM	11:00:00AM	12:00:00PM	2:00:00PM	4.00	01 REG - Regular Hours		7.00	2/28
		Needs Approval	3:00:00PM	6:00:00PM			3.00	01 REG - Regular Hours		7.00	2/28

Timesheets and Absences

You can also enter absences through the timesheet as well as a partially worked day along with a partial absence event.

See *the Entering Absences on a Timesheet* section of this guide for steps on entering absences in a timesheet and examples.

Submit a Timesheet

Each time you complete an entry on the timesheet, click 'Submit' to save it on the timesheet and submit it to your manager for approval.

Before final submission for the pay period, review your timesheet to ensure you have accounted for all scheduled hours.

To submit a timesheet:

1. Click the **'Submit'** button on the bottom of the timesheet

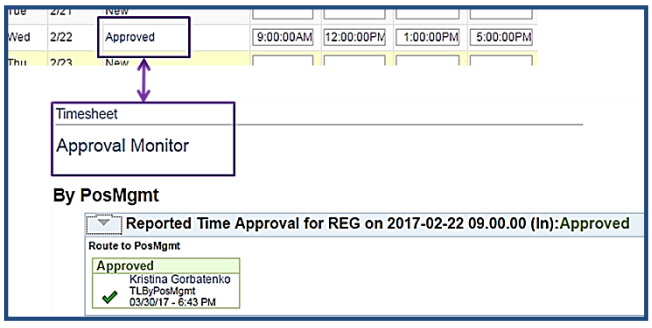
2. Click the '**Ok'** button for the Submit Confirmation message. The timesheet routes to your manager for approval. The Reported Status is now "Needs Approval". Once your manager approves it, the status will change to "Approved".

You can edit a submitted or approved time entry and submit it again for review up until the submission deadline for the pay period.

Viewing Time Entry Status

To view the workflow status of a time entry, click the link in the Reported Status column and the Timesheet Approval Monitor appears.

Here you can view the chronological actions taken for each item.



Editing a Timesheet Entry

Timesheet edits can be made to the current and prior two (2) pay periods.

In the current pay period: You can edit a timesheet during the current pay period even if has already been submitted or approved. Changes can be made until the submission deadline for the pay period. Simply **update** the entries and '**Submit'** the timesheet again before the deadline and it will route to your manager for approval.

In prior pay periods: Navigate to the timesheet using the calendar or navigation links on the Timesheet Entry page. Make any required **updates** to the selected timesheet and **Submit** it and it will route to your manager for approval.

For prior processed pay periods greater than the past two pay periods, contact your manager/DTA.

Correcting a Returned Timesheet

If a question arises on a time entry, managers can **Push Back** an item to indicate that it requires a change or needs to be removed. If this occurs, you will receive an email that your timesheet was modified and you can log in directly from the email to review it.

1. Review your manager's comment in the **Comments** field next to the 'denied' or 'pushed back' item
2. ***Delete** the denied or pushed back item by clicking on the **"-"** sign at the end of the row and then **"yes"** to confirm removal. *You must delete the pushed back/denied row and then re-enter the time for that day
3. *If a re-entry is needed,* re-enter the correct time data and submit the timesheet

Pushed Back absences can also be edited through the absence tab beneath the timesheet.

A manager can also make edits directly in your timesheet. You will receive a notification email if someone else modifies your timesheet.

Key Timesheet Entry Points

- Casual employees and Variable Hours Officers are paid per the approved time entered
- All other time reporters *must ensure* the total time submitted equals at least their scheduled hours. Submitted hours may be greater than scheduled if you work overtime
- When entering time into the In and Out fields, use the colon ':' and add **am or pm** to clearly indicate the time of day. E.g. 9:00am or 5:30pm
- Total hours are calculated based on the exact times entered **(the system does not round**)

Direct deposit instructions:

1. To enroll in Direct Deposit, please visit http://my.columbia.edu.
2. Log in using your UNI and UNI password.
3. Click on the **Faculty & Staff tab** at the top.
4. Under Faculty and Staff Self-Service, click on the link to "**PAC: View and/or update your HR data**".
5. Click on **Payroll & Compensation**
6. Please have your routing and account number handy.
7. If you are direct depositing into one account, select "**Add Account**"
   A. From the dropdown menu, select your account type
   B. Deposit type is **"Percent"**
   C. Amount or Percent is "**100"**
   D. Deposit order is **"1"**